

# **Schedule 105**

## **NEBRASKA STATE BOARD OF LANDSCAPE ARCHITECTS**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

SCHEDULE

**105**

AGENCY, BOARD OR COMMISSION

**BOARD OF LANDSCAPE ARCHITECTS**

DIVISION, BUREAU OR OTHER UNIT

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

**Supersedes edition of April 12, 1989**

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

*Ann E. Bry, ASLA.*

TITLE

*Chairperson, NE St. Board of L.A.*

DATE

*26 May 2005*

**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

*Andrea I. Faliv*

STATE ARCHIVIST

DATE

*June 10, 2005*

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

*John D. Lase*

STATE RECORDS ADMINISTRATOR

DATE

*June 13, 2005*

RMA 01005D

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

# **INDEX**

## **SCHEDULE 105 NEBRAKSA STATE BOARD OF LANDSCAPE ARCHITECTS**

	<b>Item</b>	<b>Page</b>
<b><u>COUNCIL OF LANDSCAPE ARCHITECTURAL REGISTRATION BOARDS (CLARB) RECORDS</u></b>	<b>105-1</b>	<b>5</b>
APPLICANT CLARB COUNCIL (FORMERLY APPLICANT FILE).....	105-1-1	5
CLARB COMMITTEE REPORTS .....	105-1-2	5
CLARB CONSTITUTION AND BYLAWS .....	105-1-3	5
CLARB EXAMINATION PURCHASE AGREEMENTS .....	105-1-4	5
CLARB EXAMINATION TRANSMITTAL MATERIALS (FORMERLY EXAM TRANSMITTAL MATERIALS) .....	105-1-5	5
CLARB MEETING MINUTES (FORMERLY MEETING MINUTES) .....	105-1-6	5
CLARB NEWSLETTERS (OBSOLETE 2000) .....	105-1-8	6
CLARB REPORT OF EXAMINEE SCORES (FORMERLY CLARB CONTRACTS FOR EXAMS; EXAM RESULTS SUMMARY; NEBRASKA SPECIFICATIONS FOR THE UNIFORM NATIONAL EXAM; STATE FILE COPIES FOR UNE; UNE ANSWER SHEET AND CONVERSION FORMULAS) .....	105-1-7	6
<b><u>MISCELLANEOUS RECORDS</u></b> .....	<b>105-2</b>	<b>6</b>
BOARD MEETING ACTIVITY REPORT .....	105-2-1	6
BOARD MEETING FINANCIAL REPORT .....	105-2-2	6
RECORDS DISPOSTION REPORT (BLANK FORM) .....		9
<b><u>REGISTRANT INFORMATION</u></b> .....	<b>105-3</b>	<b>7</b>
APPLICANT FILES .....	105-3-1	7
DATABASE INFORMATION/ DATABASE RECEIPTS .....	105-3-2	7
RECEIPTS TABLE .....	105-3-3	7
<b><u>RENEWALS</u></b> .....	<b>105-4</b>	<b>7</b>
RENEWAL NOTICE/CONTINUING EDUCATION SUMMARIES .....	105-4-1	7
RENEWAL PAYMENT TABLE .....	105-4-2	8

## **SCHEDULE 105 – NEBRASKA STATE BOARD OF LANDSCAPE ARCHITECTS**

### **105-1     COUNCIL OF LANDSCAPE ARCHITECTURAL REGISTRATION BOARDS (CLARB) RECORDS**

#### **105-1-1     APPLICANT'S CLARB COUNCIL RECORDS (FORMERLY APPLICANT FILE)**

Effective July 1, 1999, all applicants are required to establish a CLARB Council Record to be transmitted as the application for Nebraska licensure.

**ORIGINAL RECORD:** Dispose of 2 years after death of landscape architect or 5 years after license lapses, whichever is sooner.

**ELECTRONIC DATA:** Dispose of after superseded.

**SECURITY COPY:** Backup daily; dispose of after superseded.

#### **105-1-2     CLARB COMMITTEE REPORTS**

Any CLARB committee reports received.

**Dispose of after 1 year.**

#### **105-1-3     CLARB CONSTITUTION AND BYLAWS**

Transfer to the State Archives, retain permanently.

#### **105-1-4     CLARB EXAMINATION PURCHASE AGREEMENTS**

Nebraska's agreement with CLARB for administering the Landscape Architect Registration Examinations (L.A.R.E.).

**Dispose of after 5 years.**

#### **105-1-5     CLARB EXAMINATION TRANSMITTAL MATERIALS (FORMERLY EXAM TRANSMITTAL MATERIALS)**

L.A.R.E. administrative instructions and examination transmittal form copies.

**Dispose of 1 year after examination.**

#### **105-1-6     CLARB MEETING MINUTES**

Minutes of CLARB meetings in which the Nebraska Landscape Architects Board is not the agency of record. This includes annual, regional and midterm meeting minutes.

**Dispose of after 10 years.**

**105-1-7 CLARB REPORT OF EXAMINEE SCORES (FORMERLY CLARB CONTRACTS FOR EXAMS; EXAM RESULTS SUMMARY; NEBRASKA SPECIFICATIONS FOR THE UNIFORM NATIONAL EXAM; STATE FILE COPIES OF UNE; UNE ANSWER SHEET AND CONVERSION FORMULAS)**

Pass/fail results of the L.A.R.E. of UNE taken in Nebraska that was received from CLARB (examinee ID# only). Each applicant folder also contains a history sheet that summarizes results of all exam sections taken.

**ORIGINAL RECORD:** Microfilm for security; dispose of after applicant file is destroyed, see item 105-3-1.

**SECURITY MICROFILM:** Transfer to the State Archives; retain permanently.

**MICROFILM WORK COPY:** Retain permanently.

**105-1-8 CLARB NEWSLETTER (OBSOLETE 2000)**  
Immediately dispose of obsolete records.

**105-2 MISCELLANEOUS RECORDS**

**105-2-1 BOARD MEETING ACTIVITY REPORT**

Fiscal year licensing activity of current registrants; licensed by examination, licensed by reciprocity, applicants denied registration, Landscape Architect Registration Examinations (L.A.R.E.) administered, number of meetings held, new applications received, registrations pending, and complaints received. The report is updated and provided at each regular Board meeting.

**See MINUTES OF MEETINGS, Schedule 124.**

**105-2-2 BOARD MEETING FINANCIAL REPORT**

Includes monthly expenditures and income transaction made by the Board. This report is summarized from NIS financial reports.

**See MINUTES OF MEETINGS, Schedule 124.**

## **105-3     REGISTRANT INFORMATION**

### **105-3-1     APPLICANT FILES**

File established to maintain records of applicants. Only the current complete application is retained; superseded applications are disposed of upon receipt of the new application. File generally contains an application or CLARB Council Record, Board actions, correspondence, L.A.R.E. summary reports and the Examination History if Landscape Architect Registration Examination (L.A.R.E.) or Uniform National Examination (UNE) were taken in Nebraska. File may contain the most recent returned renewal notice and continuing education summary.

**LANDSCAPE ARCHITECT FILES: Dispose of 2 years after death of landscape architect or 5 years after license lapses, whichever is sooner.**

**ELECTRONIC DATA: Dispose of after superseded.**

**SECURITY COPY: Backup daily; dispose of after superseded.**

**APPROVED APPLICANTS WHO DO NOT PURSUE REGISTRATION: Dispose of 5 years after last activity.**

**ELECTRONIC DATA: Dispose of after superseded.**

**SECURITY COPY: Backup daily; dispose of after superseded.**

**PENDING APPLICANTS: Applicants who have filed an application but not have met education or experience requirements; dispose of after requirements have been met.**

**ELECTRONIC DATA: Dispose of after superseded.**

**SECURITY COPY: Backup daily; dispose of after superseded.**

### **105-3-2     DATABASE INFORMATION/DATABASE REPORTS**

Access database information includes contact, applicant and licensing information on licensed Landscape Architects, lapsed registrants, inactive files. Database reports include data organized and generated in various ways upon request.

**ELECTRONIC REPORTS: Dispose of after superseded.**

**ELECTRONIC DATA: Dispose of after superseded.**

**SECURITY COPY: Backup daily; dispose of after superseded.**

### **105-3-3     RECEIPTS TABLE**

Access database information for all application and licensing payments except renewal fees. The database includes electronic receipts numbers, fee amounts, dates fees paid, type of fees, and fee amounts.

**ELECTRONIC DATA: Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**SECURITY COPY: Backup daily; dispose of after superseded.**

## **105-4     RENEWALS**

### **105-4-1     RENEWAL NOTICES/CONTINUING EDUCATION SUMMARIES**

Licensee returns notice with payment annually. Summary of continuing education completed on the back of the form. Filed in licensee's folder when continuing education audit is complete.

**ORIGINAL RECORD: Dispose of after 1 year from completion of renewal period, provided audit has been completed.<sup>1</sup>**

**105-4-2 RENEWAL PAYMENT TABLE**

Access database table consisting of automated receipt number, name, payment amount, and date payment received. A payment history table is created for each renewal year.

**ELECTRONIC DATA: Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**SECURITY COPY: Backup daily, dispose of after superseded.**

---

**NOTE**

*1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.*



## RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>440 S. 8<sup>TH</sup> STREET SUITE 210</b> <b>LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

### REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

### OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

--

DATE	SIGNATURE
------	-----------

**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D

## **VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK  
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS  
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet